

**Davis School District**  
**School-To-Careers**  
**Work-Based Learning**

**STUDENT INTERNSHIP SKILLS LIST**  
**Job Title: School Counselor-Secondary**

Student Name: \_\_\_\_\_ Business: \_\_\_\_\_

**Transferable Job Skills:** *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

**Specific Job Skills:** *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Counseling students		
Fill out credit evaluations		
Get students from class		
Goal setting		
Hand out and explain PLAN test results		
Present registration information to classes		
Registration for students		
Registration in classes		
Scholarship information		
SEOP meetings		
Group counseling		
TLC Communication lesson		
9 <sup>th</sup> grade Stress Lesson		
Placement tests		

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

